



REGULATIONS FOR INDOOR EVENTS

DATE: January 17, 2014

INFORMATION BULLETIN: F-14-009

APPROVED BY: W. Schellhous

2013 California Fire Code; National Fire Protection Association Standards

It is important that these regulations be reviewed in their entirety prior to hosting and/or participating in a trade show. Several regulations may apply to an individual exhibit, booth, vendor, or demonstration. Failure to comply with these regulations could result in significant penalties ranging from the issuance of a citation with a monetary fine up to and including criminal prosecution. Fire and life safety codes exist and are enforced to promote the safety and well-being of trade show participants and visitors.

A. Exit, Aisle and Fire Extinguisher Obstructions (CFC Sections 1003.6, and 906)

1. Building exits and exit ways shall not be blocked, obstructed, obscured from view, locked, or otherwise rendered unusable.
2. Fire extinguishers permanently located in exhibit halls may not be blocked or obstructed.

B. Combustible Decorations and Materials (CFC Section 807; Title 19, Division 1, Chapter 8)

1. Goods for sale during the trade show, educational materials, and product brochures are exempt from the flame-retardant requirement. These materials must be limited to a single day's supply and stored in an orderly fashion.
2. All combustible decorative materials must be made flame resistant in accordance with the requirements of the California State Fire Marshal using an approved flame-retardant chemical applied in accordance with the manufacturer's instructions. Materials that cannot be made flame resistant are prohibited.
3. A certificate of flame resistance, or manufacturer's specifications for the product used to make combustible materials flame resistant, shall be available for review by the Fire Department. Individual materials are subject to testing to ensure that they meet flame resistance standards.

C. Extension Cords and Multi-Plug Adapters (CFC Sections 605)

1. Extension cords shall be used only with portable appliances.
2. Extension cords shall be plugged directly into an approved outlet or power tap. Approved multi plug extension cords shall serve only one portable appliance.
3. When using an approved multi plug extension cord, the amp capacity of the extension cord shall not be less than the rated capacity of the portable appliances being supplied by the cord.

4. All electric cords are to be maintained in good condition. Splices are not allowed.
5. Listed, approved multi plug power strips shall be plugged directly into a permanently installed outlet and must be equipped with over current protection.

D. Use of Portable Chairs/Seats (CFC Section 1028.9.1, 1028.10.2, 1028.10.2.1, 1028.12, Title 19, Division 1, 3.06(a))

1. Individual rows of portable chairs/seats are limited to 14 chairs/seats per row and shall provide a 12" clear area between rows.
2. Where portable chairs/seats are used, 42" center aisles and 36" end aisles shall be provided and maintained.
3. Bonding of portable chairs/seats is required when more than 200 chairs/seats are used in row configuration.

E. Compressed Gases, Flammable Liquids, Propane, and Liquefied Petroleum Gases (CFC Sections 105, Chapter 53 & 57; NFPA 58)

1. Compressed flammable gases, flammable liquids, propane, and liquefied petroleum gases are not allowed inside of exhibit halls unless specifically approved by the Fire Department.
2. Compressed gas cylinders must be stored upright and secured to prevent them from tipping over.
3. Propane and other liquefied petroleum gases may be used for demonstration purposes when approved by the Fire Department.
4. Non-refillable LP-gas cylinders may be used for food cooking and preparation when specifically permitted by the Fire Department
5. The maximum amount of individual gases that may be used and/or present in exhibit halls is limited by the provisions of the fire code depending on the type and hazard classification of the gas.

F. Cooking/Warming Operations and Devices (CFC Section 906, 308, NFPA 58)

1. Cooking and food preparation shall be isolated from the public by not less than four feet or by a barrier between the devices and the public
2. Cooking appliances are to be electric powered. Non-refillable LP-gas cylinders may be used when specifically permitted by the Fire Department.
3. Cooking equipment using combustible oils shall have lids available for fire extinguishment, be limited to 288 square inches of cooking surface, be placed on a non-combustible surface, and be separated from each other by a horizontal distance of not less than two feet. **Unable to Locate**
4. Vendors/Exhibitors conducting cooking and/or food preparation operations shall provide a fire extinguisher in the exhibit booth that has a minimum rating of 40B:C. A Class K wet chemical fire extinguisher is required for deep fat fryers.
5. Food warming by means of the use of Sterno or other approved material is allowed in exhibit booths. Exhibitor is to ensure that an appropriate clearance is maintained between warming fuel and combustible materials.

G. Candles, Pyrotechnics, and Heat Producing Processes (CFC Sections 105, 308, 5608, Chapter 35 NFPA 58, Title 19, Division 1, Chapter 6)

1. Candles, open flame devices, and flame effects may be used for theatrical performances, and as decorative devices when specifically approved by the Fire Department. Vendors/Exhibitors shall comply with all Fire Code requirements for the use of open flame devices in places of assembly.
2. Religious ceremonies when, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted. (CFC, Section 308.1.7)
3. The possession, storage, handling, sale and/or use of pyrotechnic special effect devices is not allowed in exhibit halls unless specifically approved by the Fire Department. Vendors/Exhibitors shall comply with all requirements for the possession and use of pyrotechnic devices.

4. Use of an open torch, brazing, glass blowing, and similar operations, is not allowed in exhibit halls unless specifically approved by the Fire Department. Vendors/Exhibitors desiring to engage in these activities for demonstration and/or educational purposes shall comply with all Fire Code requirements for hot work.

H. Vehicles and Internal Combustion Engines on Display and Used in Demonstration (CFC Section 314)

1. Autos, trucks, motorcycles and other motorized vehicles displayed indoors shall have their batteries disconnected and terminals secured to prevent accidental contact that could create a current. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons, whichever is less. Fuel tanks that contain or have ever contained fuel shall be furnished with a locking fill pipe cap and sealed to prevent the escape of vapors.
2. Garden tractors, chain saws, power plants, and other gasoline-powered equipment shall be handled and safeguarded in a manner similar to vehicles. Fuel shall be stored in an approved location outside of the building in an approved container with a spring cap and pressure relief capability. Refueling shall be performed outside of the building at an approved site.
3. The location of all vehicles, gasoline-powered equipment, generators, fuel storage, and refueling sites must be shown on the trade show floor plan and approved by the fire department in conjunction with the trade show permit.

I. Tents, and Other Membrane Structures (CFC Section 105, Chapter 31)

1. Tents, and other membrane (air-inflated or air supported) structures less than 400 square feet may be displayed as part of a vendor exhibit without obtaining a separate fire department permit.
2. Vendors/Exhibitors desiring to use a tent or other membrane structure in excess of 400 square feet for the purpose of assembling people for entertainment, a demonstration, or a meeting within the trade show must apply for and be issued a separate permit in addition to the trade show permit.

Any questions regarding these regulations should be directed to the Fire Prevention Bureau at 951-826-5737 or by letter to:

City of Riverside Fire Department
3900 Main Street 3rd Floor
Riverside, CA 92522
Fax (951) 826-2539